



TREASURY DEPARTMENT

WASHINGTON, D.C. 20220

ASSISTANT SECRETARY

OCT 31 1967

To Members of the Staff and Heads of Staff Offices,

Office of the Secretary

SUBJECT: Presidential Libraries

Your office is presently collecting Presidential-program-related documents, issued after May 1, 1966, and not routed through the Executive Secretariat, according to procedures outlined in my memorandum of April 17, 1967. Secretary Fowler and the Archivist of the United States recently completed transfer arrangements for similar documents originated during the period November 23, 1963, to May 1, 1966. This memorandum concerns the procedures related to the collection and transfer to the National Archives of this latter group of documents.

The principal class of documents subject to collection and the Treasury-related Presidential programs producing such documents are the same as those described in my prior memorandum, a copy of which is attached for your ready reference. Most documents will carry security classifications. Secretary Fowler instructed the National Archives to restrict access to documents of this period according to Treasury security regulations.

In one respect collection procedures for this earlier period differ from the collection procedures for current documents. Your office, not the Executive Secretariat, will be the selection point of all appropriate documents originated by you or your predecessor during this time period.

National Archives will microfilm documents selected by you at a time mutually agreeable to Treasury and National Archives. I would like to set January as a target date for the microfilming process. Therefore, I ask that each of you designate an official in your office who will make the initial review and selection of pertinent documents from your files and request him to contact Miss Lillian McLaurin of my office, extension 2069, to work out any problems related to their selection and microfilming.

A. E. Weatherbee
Assistant Secretary for Administration

Attachment



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